

20 March 1979

Classification Review Procedure

CRP 79-25

USE OF THE JOB AND BOX NUMBER IDENTIFICATION STAMP

1. Personnel at the Agency Archives and Records Center have informed us that CRG use of the job and box identification stamp on the folders we review would be of help to them. In addition, it would be some insurance against the misplacement of folders when they are removed from boxes for various reasons.
2. Reviewers will, therefore, place the following stamp on each folder reviewed:

JOB # _____
BOX # _____
FOLDER # _____
TOTAL # CIA DOCS.
HEREIN _____

3. It should be placed on the front of the folder in the center of the top edge when the folder is in file position as follows:

